

General Requirements

The following requirements are necessary considerations for all projects funded by the TIB:

Registered Engineer in Charge

All projects are required to be planned, designed and constructed under the supervision of a professional civil engineer registered in the State of Washington.

Design Standards

Prepare all TIB funded projects using currently applicable design standards. These may be standards adopted by the agency or other accepted standards such as the City and County Design standards (a design life of 20 years).

Sidewalks are required on **both sides** of the roadway on **all urban TIB projects** and on one side for small city projects. Under special conditions, the Board may grant a deviation from the requirement. All sidewalks are to be a minimum of five feet wide and clear of obstructions such as mailboxes, poles, etc. Sidewalks must be ADA accessible.

Standard Specifications

For all TIB projects, the current edition of the Standard Specifications for Road, Bridge and Municipal Construction, or equivalent, is the accepted reference for specifications.

Competitive Bid Requirements

The construction of TIB projects includes several requirements regarding the contract:

- ❖ The project must be advertised for bid; and
- ❖ The contract must be awarded through a competitive bid process.

A competitive bid is not required for projects that meet the requirements of RCW 35.22, 35.23, 35.27, and 36.77.

Funding Changes

The project sponsor must keep TIB staff informed of potential major scope or cost changes that may result in Board action as soon as possible.

TIB funds can be increased or surplussed at the following phases of project development:

- ❖ Design phase approval
- ❖ Construction phase approval
- ❖ Bid award

- ❖ Contract completion

Phase Requirements

Each TIB project is comprised of several chronological phases. Each phase has several tasks that must be completed by the agency:

Predesign Phase

- ❖ Submit completed predesign prospectus to the TIB office, if required (usually only on complex urban projects). An abbreviated version of the prospectus is acceptable for projects with no changes or deviations.
- ❖ Submit reimbursement form as predesign phase work progresses.
- ❖ Conduct SUE if needed.

Design Phase

- ❖ Submit completed design prospectus to the TIB office. An abbreviated version of the prospectus is acceptable for projects with no changes or deviations.
- ❖ Include agency adopted bikeway plan if bicycle facilities are included in the project.
- ❖ Complete Value Engineering Study, if required.
- ❖ Conduct SUE, if required and not done during predesign phase.
- ❖ Submit reimbursement form as design phase work progresses.

Construction Phase

- ❖ Submit completed construction prospectus, engineer's final estimate and final construction plans and specification documents to the TIB office.
- ❖ Signal warrants if new signal or signals are part of the project.

Bid Award

- ❖ Submit reimbursement forms as contract work progresses.
- ❖ Submit a bid opening Updated Cost Estimate and bid tabulation to obtain approval to award.

Contract Completion

- ❖ Submit contractor's final pay estimate, final summary of quantities and an Updated Cost Estimate form at

contract completion.

Final Reimbursement

- ❖ Submit the final reimbursement form within 90 days of contract completion.

Project Audit

- ❖ All records pertaining to the project must be available for audit. TIB staff will notify you when the audit process is completed.

Status Reports

- ❖ In the months of June and December, each urban agency with an approved project shall submit a status report showing its estimated demand for TIB funds. The TIB will provide each urban agency with the forms to update. The form requests the estimated demand for TIB funds biannually until project completion, and other urban project information.

Predesign Phase Requirements

On projects where a predesign phase is required, a predesign prospectus must be submitted after project selection. This phase will only be used for complex projects that do not have a specific plan from which a definite scope of work can be determined. SCP or PSMP projects are not eligible to use predesign phase.

The work done in this phase may include the following:

- ❖ Environmental Impact Analysis
- ❖ Air Quality Conformity Analysis
- ❖ Traffic Study
- ❖ Alternate Route Study
- ❖ Public Involvement/Input Process
- ❖ Subsurface Utility Engineering (SUE)
- ❖ Other Special Studies
- ❖ Agency's six-year plan

Prospectus Submittal

Submit the completed predesign prospectus to the TIB office. Predesign phase is approved by the Executive Director since no increase in TIB funds is allowed.

Predesign phase funding does not constitute a commitment from the Board to fund future phases. After the scope of

work has been determined, the agency will submit a design prospectus.

Design Phase Requirements

A design phase prospectus is required after project selection, or upon completion of the predesign phase. The project scope described in the design prospectus must address improvements that will mitigate the problems or address the issues for which the project was selected. The Board may request the agency to reduce the scope or funding that exceeds the work necessary to provide the needed improvement beyond the applicable design standards. TIB may also reduce participation for certain items if the items address unique local consideration or ordinances that exceed normal practices used by most agencies.

The following issues must be addressed during the design phase:

- ❖ Availability and source of matching funds – Funds are not available until local funds are certified;
- ❖ Project Management – Adequate in-house personnel must be available to perform engineering functions for the project without causing a delay in the project's development. If adequate staff are not available, obtain consulting engineering services to ensure satisfactory progress;
- ❖ Right of Way – If right of way acquisition is required, then it must be in accordance with RCW's;
- ❖ Interrelationships with Other Agencies, Railroads or Utilities – Any interrelationships expected to cause project delays are evaluated. A definitive plan to handle any anticipated delay must include concurrence from the involved agency, railroad or utility;
- ❖ Clean Air Act – Agency must certify compliance with Clean Air Act requirements for projects in non-attainment areas. A regional conformity analysis is required;
- ❖ Community Reaction – Meaningful and timely public involvement is required. Any community input is evaluated for its anticipated effect upon the project's development. Include a statement of the agency's actions and response to community input;
- ❖ Other Factors – Other factors known to the agency that

affect placing the project under contract in a timely manner should be included in the prospectus;

- ❖ VE Study – a VE study is required at 30 percent design completion if total project cost exceeds \$2 million

The TIB will review the agency's project development schedule before approval of the design phase is granted. The TIB requires a detailed project schedule showing the expected completion date of critical items if there is doubt that the agency can meet their proposed schedule.

Prospectus Submittals

A project is eligible for design approval by the Director if it meets the following criteria:

- ❖ The project scope has not significantly changed from the scope approved at application phase and no deviations from standards are required.
- ❖ The agency is not requesting an increase above ten percent in TIB funds

If the project does not meet the above criteria, then the prospectus must be in the TIB office by the first day of the month preceding the scheduled Board meeting in which design approval is requested. The project will be taken to the Board for review and action.

Projects with excessive increases may be withdrawn and submitted for consideration in a future funding cycle.

Construction Phase Requirements

All construction prospectuses must provide or certify the following information. This will demonstrate the readiness of the project to be placed under contract.

- ❖ Certification that an environmental impact analysis was conducted and an environmental impact statement or declaration of non-significance was circulated in accordance with policies and procedures of the State Environmental Policy Act (SEPA) of 1971. The results have been utilized to arrive at decisions reflected in the construction prospectus.
- ❖ Certification that all required right of way is available. Right of way acquisition must be in accordance with chapter 468-100 WAC. If right of way remains to be acquired, the agency must have a possession and use agreement on those parcels and provide the appraised

value. The TIB will participate only to the appraised value level (right of way costs are fixed at this time).

- ❖ Certification that the project is completely designed and can be advertised for contract bids. Include a copy of the completed Plans, Specifications and Final Engineer's Estimates package.
- ❖ The date the project will be advertised for construction bid must be noted.
- ❖ Any change in scope must be approved by the Board.
- ❖ Certification that the project meets all requirements of the Clean Air Act, Growth Management Act, Americans with Disabilities Act, High Capacity Transportation Act, Commute Trip Reduction Law and Transportation Demand Management Programs where applicable. A project-level hot spot analysis is required if the project is in a non-attainment area for air quality conformity and does not have exempt status.
- ❖ Certification that any mitigation items do not exceed state and/or federal requirements as applicable.

Prospectus Submittal

A project is eligible for construction approval by the Director if it meets the following criteria:

- ❖ The project scope has not significantly changed from the scope approved at application phase and no standards deviation is required.
- ❖ The agency is not requesting an increase in TIB funds, or if so:
 - For AIP projects – the increase is less than ten percent and less than \$300,000 above the total TIB funds at the application phase approval.
 - For SCP projects – the increase is less than \$50,000 above the total TIB funds
 - For TPP projects – the increase is less than ten percent and less than \$500,000 above the total TIB funds at the application phase approval.

Bid Award

After bids are received on a project, an Updated Cost Estimate must be submitted to the TIB indicating the bid information. Include bid tabulations for the lowest three bidders. **The contract cannot be awarded until**

approval to award is received from the TIB staff.

The total TIB funds authorized for a project may be increased if justified, or decreased if a surplus of TIB funds exists. The maximum increase allowed is:

$$10\% \times \text{Contract Estimate at Construction Approval} \times \text{TIB Matching Ratio}$$

All projects receiving TIB funds shall have a project sign in accordance with TIB policy at each end of the project stating the TIB contribution.

Contract Completion

Within 90 days of contract completion of the project, but prior to final settlement with the TIB, an Updated Cost Estimate and final summary of quantities must be submitted. An increase in TIB funds may be granted at this time, if justified, or decreased if a surplus of TIB funds exists. The maximum increase allowed is:

Contract under \$1 Million:

$$10\% \times \text{Contract Amount at Bid Award} \times \text{TIB Matching Ratio}$$

Contract Over \$1 Million:

$$[\$100,000 + (5\% \times (\text{Original Contract Amount at Bid Award} - 1,000,000))] \times \text{TIB Matching Ratio}$$

Final Request for Payment

Within 90 days of contract completion, submit the final reimbursement form. After it is processed, TIB will close the project. A registered project engineer and a fiscal officer **must** sign the final reimbursement form.

Project Audit

TIB staff may schedule an audit with the agency for a completed project. All records pertaining to the project must be available to the TIB staff at the time of the audit. The project may be reopened if the audit findings reveal an underpayment or overpayment of TIB funds greater than \$500. The project will remain open until the additional TIB funds are recovered or paid out. The project is closed after the final settlement is made.